



MOORE NORMAN
TECHNOLOGY CENTER

COVID-19 Operations Plan

Updated May 17, 2021

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What's new?

5/17/2021:

- Daily health screening forms and temperature checks no longer required for employees.
- Daily health screening forms no longer required for students, visitors with appointments, and contractors, but temperature checks still expected for these groups.
- 90-day quarantine exemption limit for fully-vaccinated individuals removed, per CDC guidance.

4/28/2021:

- All references to "Suspected Case" removed

3/9/2021:

- Page 15 – Terminology
 - "Active Case" redefined to include asymptomatic cases
 - Added definition for "Fully Vaccinated"
- Page 16 – Protocol Quick Reference
 - Active case split into two statuses now: Active case with symptoms and Active case without symptoms.
 - Active case responses include modified quarantine requirements, including no quarantine required for exposure for three months following end of original quarantine
 - Level 1 Exposures now have options for early end of quarantine

A LETTER FROM THE SUPERINTENDENT

July 29, 2020

To the Moore Norman Technology Center community:

As we anticipate the upcoming restart of our training programs and courses for Fall 2020, we hope that you are as excited as we are to get back to full concentration of all resources in pursuit of our mission. Some things will be different than in the past, but our commitment to student success is unwavering.

Over the past weeks and months, the leadership team at Moore Norman has drawn upon many resources as we considered how to go about starting school this fall amidst the COVID-19 pandemic. We closely monitored guidance from local, state, and federal sources; we gathered feedback from our students, their parents/guardians, and our classroom instructors; and we reviewed best practices from similar educational institutions.

We learned from a survey of new and returning MNTC students and parents/guardians (of high school students) - with over 535 responses - that 70% of respondents believe that an in-person educational experience would be more conducive to learning than other learning models.

We engaged with our instructors and confirmed their strong commitment to making the career and technology education onsite learning model work during a pandemic. Providing students with real-world learning and training opportunities is what makes us unique. It is why career and technology education exists. All of this information was taken into careful consideration as we worked to develop a back-to-school plan that best serves MNTC students, employees, and visitors.

Consequently, we have decided to return to school on August 18 with a 100% onsite, on-campus learning model while practicing the strictest health and safety standards in all classrooms, workspaces, and common areas.

On the following pages, you will find enhanced health and safety practices and requirements, thorough consideration and planning for various potential scenarios, and built-in flexibility designed to promote student success and maintain the health and safety of the entire MNTC community.

The outlook on COVID-19 changes daily, as does the information we learn and the guidelines we receive to maintain a safe and healthy learning environment. As our plan continues to develop, I encourage you to visit us online regularly at www.mntc.edu/BackToSchool for the latest updates. Let us know what questions and concerns you have as we move through these next months together.

Thank you for your understanding and flexibility as we navigate this unprecedented situation. We are excited to have students back on campus, and we look ahead to this new year of learning!

Sincerely,



Brian Ruttman,
Superintendent/CEO

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Our Mission

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Our Vision

Moore Norman Technology Center is recognized as the first choice for workforce development and training, committed to providing an outstanding educational experience for every student and client.

Our Core Values

Accountability
Data-Driven Decision-Making
Diversity & Inclusion
Empowerment
Excellence
Growth
Honesty, Integrity, & Transparency
Innovation
Respect

Our Culture: The Moore Norman Way

Students and stakeholders are our highest priority; employees are our most valuable resource.

Everyone is valued and appreciated.

Everyone deserves respect.

I am empowered to control my future.

I hold myself accountable.

staying above the line

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ACKNOWLEDGMENTS

Many thanks to the dedicated Moore Norman staff who served as facilitators and contributors to the MNTC Fall 2020 School Startup Plan.

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LEARNING MODELS

Onsite learning – combining instructor-led and online curriculum delivery, plus hands-on demonstrations and learning experiences in a real-world environment – is what makes career tech education so valuable to high school students and adults who want to prepare for high-demand/high-skill/high-wage jobs. This model has been developed and refined over a period of many years and is the best approach to preparing our students for career success.

If conditions develop at any time such that 100% onsite learning is not possible while maintaining the highest standards of safety for our students and employees, we will adjust the learning model and integrate Learning Model 2 and/or Learning Model 3 as appropriate.

LEARNING MODEL 1 100% ONSITE LEARNING	LEARNING MODEL 2 BLENDED LEARNING	LEARNING MODEL 3 100% REMOTE DISTANCE LEARNING
MNTC offers a morning and afternoon session for high school students and adult learners. Buses will transport to and from partner schools.	This model is a combination of remote learning and onsite learning. This format may not be available for certain programs that may require primary elements of traditional onsite learning as required by certifications and other accreditation requirements.	This will be offered if there is a district closure or if MNTC must take action due to exposure in a classroom or program due to a teacher or student having tested positive for COVID-19. The district expects that students abide by all expectations provided by the teacher for distance learning. All engagement with the curriculum is aligned with industry standards that bring relevance and rigor to virtual learning.

STUDENTS & VISITORS

All students and visitors must adhere to the guidance issued by the Centers for Disease Control and Prevention (CDC) to prevent the spread of COVID-19 while on Moore Norman's campuses. This guidance includes:

Daily Health Self-Screening: Before coming to campus, students must do a self-screening at home for signs and symptoms of the COVID-19 virus. The self-screening measures include the following questions. (Answers to the first two questions must be NO before coming to school. The answer to the third question must be NO except within 90 days after having had COVID-19 or if fully vaccinated.):

1. *Do you have any COVID 19 symptoms listed below that are not caused by another known condition: Fever or chills, headache, cough, recent loss of taste or smell, shortness of breath or difficulty breathing, sore throat, fatigue, congestion, muscle or body aches, diarrhea, nausea or vomiting?*
2. *Have you had a positive COVID-19 test in the past 10 days?*
3. *In the last 10 days, have you had any exposure or cared for someone diagnosed with COVID-19?*

Temperature Screenings: Students and visitors will be screened for elevated temperature before being admitted to any campus facility. If a student or visitor has a fever of 100.4 or above, they will not be admitted. The district will help make contacts to assist individuals who need transportation.

Social Distancing: All students and visitors must practice 6 ft social distancing when in the presence of others in the buildings or on the grounds.

and visitors to follow CDC guidelines and wear cloth face coverings when social distancing cannot be guaranteed. Face coverings may be any cloth face covering that covers the nose and the mouth and that is compliant with the district dress code. Refer to the CDC website for more information about CDC recommendations for cloth face coverings.

Cloth Face Coverings: We require students

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Gloves: CDC does not recommend the wearing of gloves by the general population in non-medical settings. If you wish to wear gloves, it is your option but not an MNTC requirement.

Common Areas: Common areas are defined as areas shared by more than one person. Upon leaving, you should wipe down any equipment or surfaces you have touched.

Common Equipment: Common equipment is defined as equipment shared by more than one person. After using common equipment, you should wipe it down to disinfect surfaces that may have been touched.

Disinfection: Frequently and upon leaving an area, use the disinfectant wipes provided to clean all “high touch surfaces” used during the workday. High touch surfaces include doorknobs, work surfaces on tables or desks, shared equipment, copying/ business machines, light switches, bathroom faucets, etc. MNTC will provide wipes and/or disinfectant spray. Custodians will disinfect surfaces daily and perform a deep cleaning weekly.

Hand Washing: Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available. Avoid touching your eyes, nose, and mouth with unwashed hands.

If you cough or sneeze, cover your mouth and nose with a tissue, or use the inside of your elbow. Throw used tissues in the trash and immediately wash your hands.

Avoid sharing phones, desks, offices, or other work tools and equipment, when possible.

If COVID-19 symptoms begin after being admitted to campus: Students must immediately report to the instructor/teacher if they begin to display any COVID-19 symptoms that cannot be attributed to another known cause. Students and visitors must leave campus to protect the health of others and to seek medical assessment. Following medical assessment, students and visitors should return to campus only after being cleared to do so.

STUDENTS – RIDING BUSES

Students are expected to comply with CDC and district-approved COVID-19 self-screening measures prior to boarding any MNTC bus or other Moore Norman vehicle.

Daily Health Self-Screening: Before boarding a bus to come to campus, students must do a self-screening for signs and symptoms of the COVID-19 virus. The self-screening measures include the following questions. (Answers to the first two questions must be NO before coming to school. The answer to the third question must be NO except within 90 days after having had COVID-19 or if fully vaccinated.):

1. *Do you have any COVID 19 symptoms listed below that are not caused by another known condition: Fever or chills, headache, cough, recent loss of taste or smell, shortness of breath or difficulty breathing, sore throat, fatigue, congestion, muscle or body aches, diarrhea, nausea or vomiting?*
2. *Have you had a positive COVID-19 test in the past 10 days?*
3. *In the last 10 days, have you had any exposure or cared for someone diagnosed with COVID-19?*

Due to the elevated risk of disease transmission in the close confines of a bus, bus drivers and passengers must wear face coverings. Each student will be expected to provide their own face covering. In the event a student is unable to secure a face covering, they will be made available on buses by Moore Norman. We understand that some individuals cannot or should not wear a cloth face covering due to medical reasons. If a person needs to request an exception to wearing a cloth face covering while riding a bus, please contact our Title IX Coordinator at prior to riding the bus. Due to the challenges associated with maintaining social distance in a bus or vehicle, parents may elect to transport their student(s)

Every bus will be properly cleaned and sanitized after each bus route. Weather permitting, windows will be lowered to allow the circulation of fresh air in the bus.

When riding a Moore Norman bus:

A cloth face covering must be worn at all times.
Proper social distancing will be used to the fullest degree possible.

Once a seat is selected, the rider must remain in the same seat until their trip has reached its final destination.

No passengers will be allowed in the two front seats closest to the bus driver.

Once on campus, the guidelines provided above in STUDENTS & VISITORS – RETURNING TO CAMPUS apply.

STUDENTS – IN THE CLASSROOM AND LAB

Teachers will ensure classrooms and labs are fully sanitized after each use. The safety precautions will be communicated to all students, and they will be responsible to follow all guidance as established by the district. The following actions have been taken to ensure classrooms and labs are safe and students are ready for learning:

Multiple health and safety measures

implemented at each site

Increased use of technology in order to be flexible and adaptable should a need to do so develop.

Daily health attestations (check-in forms) and temperature checks for every student and staff member

Deep sanitation of campuses and buses, especially high-touch areas on a frequent basis.

Hand sanitizer in each classroom

Procedures and protocols to increase physical and social distancing on buses, in classrooms, during breaks, and at arrival and departure times.

Staggered breaks to prevent crowding in restrooms and break areas

Use of public water fountains will be prohibited, except for touchless bottle filling

Face shields and face coverings for those staff members whose job requires extreme close proximity with students. Face coverings required for all staff. Face coverings will be available for all students and will be required

EMPLOYEES

Employee procedures for on-campus work:

Daily Health Self-Screening: Before coming to work, employees must do a self-screening for signs and symptoms of the COVID-19 virus. The self-screening measures include the following questions. (Answers to the first two questions must be NO before coming to school. The answer to the third question must be NO except within 90 days after having had COVID-19 or if fully vaccinated.):

1. *Do you have any COVID 19 symptoms listed below that are not caused by another known condition: Fever or chills, headache, cough, recent loss of taste or smell, shortness of breath or difficulty breathing, sore throat, fatigue, congestion, muscle or body aches, diarrhea, nausea or vomiting?*
2. *Have you had a positive COVID-19 test in the past 10 days?*
3. *In the last 10 days, have you had any exposure or cared for someone diagnosed with COVID-19?*

Gloves: CDC does not recommend the wearing of gloves by the general population in non- medical settings. If you wish to wear gloves, it is your option but not an MNTC requirement.

Cloth Face Coverings: Face coverings are required at all times except when working alone in a private office or area or when proper distancing can be maintained consistently. Face coverings must cover the nose and mouth completely. If working outside, face coverings are required if working alongside other employees.

Social Distancing: All employees must practice social distancing, 6 feet or more to

the extent possible, when in the presence of others in the buildings or on the grounds. Any exchange of mail, documents, etc. should be arranged to avoid any face-to-face contact.

Common Areas: Common areas are defined as areas shared by more than one person. Upon leaving, you should wipe down any equipment or surfaces you have touched.

Common Equipment: Common equipment is defined as equipment shared by more than one person. After using common equipment, you should wipe it down to disinfect surfaces that may have been

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touched.

Work Areas: To limit unnecessary contact between employees and the potential for community spread, you should remain in your designated work area(s) unless necessary to travel to another area to conduct district business.

Disinfection: Frequently and upon leaving, use the disinfecting wipes provided to clean all “high touch surfaces” you used during the workday. High touch surfaces include doorknobs, work surfaces on tables or desks, shared equipment, copying/business machines, light switches, bathroom faucets, etc. MNTC will provide wipes and/or disinfectant spray. Custodians will perform deep cleaning regularly.

Guests on campus: Employees coming into campus buildings will NOT bring others with them unless approved by their supervisor and the Human Resources department.

SUPERVISORS

Supervisor procedures for on-site employees:

Supervisors will develop on-site work schedules for their essential employees that allows for minimal time spent in the building(s) and minimal presence with other employees so that social distancing can easily be achieved.

Supervisors will also:

Ensure that employees follow all provisions outlined above.

Ensure that employees are provided disinfecting materials for use in their office spaces and common areas.

Ensure that the procedures for response to positive COVID-19, symptomatic or exposed students, and employees are followed.

RESPONDING TO COVID-19 CASES AND EXPOSURES: FOUR SCENARIOS

The four scenarios below describe typical circumstances and the actions we will take should similar circumstances arise at Moore Norman. Appropriate responses to other exposure situations can be inferred from these scenarios.

AT ALL TIMES THE PRIVACY RIGHTS OF ALL INDIVIDUALS WILL BE FULLY RESPECTED AND MAINTAINED TO THE FULLEST EXTENT POSSIBLE.

The following terminology is used in this section:

- **Active Case** - an active case of COVID-19, confirmed by viral/diagnostic (not antigen) testing, with or without symptoms
- **Level 1 Exposure** - close contact with an individual with an Active Case
- **Level 2 Exposure** - travel by commercial transit (air, bus, train, ship)
- **Level 3 Exposure** – close contact with an individual with a Level 1 Exposure, more distant contact (not close contact) with an individual with an Active Case
- **Fully Vaccinated** – an individual who has had both doses of a two-dose vaccine or a single dose of a single-dose vaccine AND at least two weeks have lapsed since the last vaccine

Close contact means:

- 15 minutes or more at a distance of 6 feet or closer, AND/OR
- contact with a person's respiratory droplets, such as, a sneeze or cough, AND/OR
- direct physical contact with, such as, a handshake or hugging

Response Protocol Quick Reference

Current Protocols		
Status	Definition/Circumstances	Response
Active Case <i>With positive test and with symptoms</i>	An active case of COVID-19, confirmed by symptoms and a positive viral/diagnostic test (not an antigen test)	<ul style="list-style-type: none"> Quarantine until no fever for 24 hours without fever reducer AND Other symptoms improving AND At least 10 days since onset of symptoms No additional quarantine requirement for 3 months after recovery
Active Case <i>With positive test but no symptoms</i>	An active case of COVID-19, confirmed by a positive viral/diagnostic test (not an antigen test), but with no symptoms	<ul style="list-style-type: none"> Quarantine for 10 days after positive test After 10 day quarantine, no additional quarantine requirement for 3 months
Level 1 Exposure	Close contact with an individual with an Active Case	<ul style="list-style-type: none"> Quarantine for 10 days after date of last exposure, then self-monitor through day 14 Quarantine may end early if negative test after day 5 and no symptoms by day 8 This quarantine requirement does not apply if fully vaccinated or within 3 months of having had COVID-19
Level 2 Exposure	Travel by commercial transit (air, ship, train, or bus)	<ul style="list-style-type: none"> Quarantine for 5 days after last travel date This quarantine requirement does not apply if fully vaccinated or within 3 months of having had COVID-19
Level 3 Exposure	<ul style="list-style-type: none"> Close contact with an individual with a Level 1 Exposure OR More distant contact with an individual with an Active Case 	<ul style="list-style-type: none"> Individuals advised to watch closely for symptoms of COVID-19. If individual with Level 1 Exposure becomes an Active Case, those with Level 3 Exposures become Level 1 Exposures.
Fully Vaccinated	<ul style="list-style-type: none"> An individual who has had both doses of a two-dose vaccine or a single dose of a single-dose vaccine AND At least two weeks have lapsed since the last vaccine 	<ul style="list-style-type: none"> No quarantine requirements

Scenario 1 – Level 1 Exposures to an Active Case

An employee or student has had known close contact with an individual with an Active Case (resulting in a Level 1 Exposure) OR has knowledge that an individual with an Active Case has been in one of our buildings (potentially resulting in multiple Level 1 Exposures), OR the Oklahoma State Department of Health (OSDH) informs MNTC that a student or employee has tested positive for COVID-19 (also potentially resulting in multiple Level 1 Exposures).

- The employee or student who knows of the exposure completes the online COVID-19 Exposure Report Form that is found on the district intranet and the external website. Exposure reports will be sent immediately to the MNTC Safety & Security and Human Resources departments.
- If the individual with the known Active Case is a student or employee, they must follow the OSDH guidelines for home isolation and care and will only be allowed back to campus after:
 - Twenty-four hours with no fever (without the use of a fever suppression medication)
AND
 - All other symptoms improving
AND
 - At least ten days since symptoms first developed.
- If the individual with an Active Case attends a high school, the Executive Director of Instruction will contact the high school principal and notify them of the situation.
- Individuals with known close contact with a person with a known Active Case are considered to have a Level 1 Exposure and must quarantine immediately for 10 days following the date of the last contact. They should continue to watch for symptoms through the 14th day after exposure.
 - Individuals with Level 1 Exposures who do not develop COVID-19 symptoms may return after 8 days of quarantine if they have a negative viral/diagnostic test after day 5.
 - Online learning and remote work may be implemented during this time for the individuals with Level 1 Exposures.
 - If individuals with Level 1 Exposures develop COVID-19 symptoms during their quarantine, they will be considered an Active Case and should contact their health provider and follow their recommendations.

- These individuals should notify Moore Norman as soon as they begin showing COVID-19 systems. They may return to campus after the conditions described above for return to campus from an Active Case are satisfied.
- Individuals with known close contact with a person with a Level 1 Exposure or with more distant exposure to an individual with an Active Case are considered to have a Level 3 Exposure. The district will regard these individuals as unaffected.
- The district Safety & Security department will work with staff to identify potential close contact Level 1 Exposures and will investigate to determine if additional Level 1 Exposures actually occurred.
 - If it is determined that additional Level 1 Exposures occurred, the affected individuals will quarantine at home as described above.
 - If the affected individuals attend a local high school, the Executive Director for Instruction will contact the sending school principals whose students are affected and provide relevant information.

Scenario 2 – Employee or student with Level 1 Exposure, resulting in multiple Level 3 Exposures

An MNTC employee or student is contacted by an OSDH Contact Tracer and notified that they have been in close contact with a person positive for COVID-19 (an Active Case) during their infectious period. MNTC will consider this person as having had a Level 1 Exposure. This individual may be infected with COVID-19, whether showing symptoms or not. This person has been on campus and others have had close contact with them, resulting in multiple Level 3 Exposures.

- The person contacted by OSDH must complete the online COVID-19 Exposure Report Form that is found on the district intranet and the external website.
- The procedures described in Scenario 1 above should be followed for those with Level 1 Exposures.
- MNTC will identify the employees and students who have had close contact with the person with the Level 1 Exposure. These individuals will be considered as having had a Level 3 Exposure.
- Those with a Level 3 Exposure, or their parent/guardian if minors, will be notified of the situation. The district will regard these individuals as unaffected.

Scenario 3 – Employee or student travels by commercial transit

An employee or student travels by commercial transit (air, train, bus, ship)

- Before traveling, employees and students are asked to consider their risk of exposure in the settings they are likely to encounter and to be aware of their potential for quarantine upon return. If anyone who has traveled has *any* uncertainty about the implications of their activities while traveling, they should consult with their supervisor or instructor before returning to campus.
- If the individual travels by commercial transit (air, ship, train, or bus), they will be classified as a Level 2 Exposure, requiring a 5-day quarantine upon return, while watching closely for symptoms. If after 5 days no symptoms have developed, the individual may return to campus. If symptoms develop during the 5-day quarantine (or anytime thereafter), the individual is strongly advised to test for COVID-19. Depending on the results of the test, the individual becomes an Active Case (if test results are positive) or may return from quarantine (if test results are negative AND other conditions for return are met).

Scenario 4– Excessive absenteeism in a building or area

An administrator is monitoring absenteeism in a particular building or area and observes that the combined absentee rate for students and employees has reached or exceeded 10%.

- The administrator will report the level of absenteeism to the Director of Safety & Security, who will review to determine if a situation of concern for COVID-19 spread has developed.
- If a building or area shutdown is required to prevent further spread, all MNTC employees and MNTC students/parents will be notified.
 - Students and employees in the affected building or area will be provided distance instruction and remote work as much as possible until the administration determines that in-person classes and onsite work may resume safely.
- If a campus-wide shutdown is necessary, all MNTC employees and MNTC students/parents will be notified. All students and employees will be provided distance instruction and remote work as much as possible until the administration determines that in-person classes and onsite work may resume safely.

SYMPTOM MONITORING ROOMS

Facilities Services Building	Plan Area (SW corner of large room)
Health Building	Admin Conference Room – Primary Dental Lab - Secondary
IT Building	Admin Conference Room – Primary Brainstorming Conference Room - Secondary
Main Building – Areas A & B	Wellness Room near front entrance – Primary Staff break room at North Dining - Secondary
Main Building – Area D, Tech Training, Construction	Admin Conference Room – Primary Empty Admin Office - Secondary
South Penn Main Building	Admin Conference Room – Primary Upstairs Small Conference Room - Secondary
South Penn Wellness & Training Center (formerly Business Development Center)	Conference Room A – Primary Conference Room B - Secondary

CONCLUSION

As a reminder, the 2020-21 school year instructional format may change to ensure student and staff safety in the midst of uncertain COVID-19-related health conditions. This could include transitioning to and from online learning and/or face-to-face and a combination of both learning models. Moore Norman leaders may adjust processes at any given point throughout the school year, with everyone's safety and student learning outcomes remaining of primary concern. Refer to www.mntc.edu/BackToSchool for the latest updates.

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REFERENCES

Centers for Disease Control & Prevention (CDC)

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Oklahoma State Department of Education (OSDE)

<https://sde.ok.gov/sites/default/files/Return%20to%20Learn%20Oklahoma.pdf>

Oklahoma State Department of Health (OSDH)

<https://coronavirus.health.ok.gov/>

US Occupational Safety and Health Administration (OSHA)

<https://www.osha.gov/SLTC/covid-19/>